



70TH INTELLIGENCE WING

Supplement 1

22 AUGUST 2002

Civil Engineering

**DISASTER PREPAREDNESS PLANNING
AND OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

OPR: 70 IW/XP (TSgt Steven A. Johnigan)
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AFI 32-4001, *Disaster Preparedness Planning and Operations*, dated 1 May 1998, and ACC Supplement 1 to AFI 32-4001, dated 6 December 1999, are supplemented as follows. The 70 IW will publish local disaster preparedness (DP) program requirements in base supplements and plans. It applies to all 70 IW units. Co-located units may maintain a single, consolidated program upon coordination with the appropriate groups and approval of 70 IW.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication has been changed from an instruction to a supplement. This supplement provides additional guidance on management of the Disaster Preparedness Program. This supplement defines administrative procedures, training requirements, and management responsibilities for Wing, Group and unit level Disaster Preparedness programs. It also lists disaster response force requirements at unit level and outlines training and documentation requirements.

1.13.12. (Added) Address waiver requests through the appropriate Groups for coordination. Waiver authority rests with 70 IW/XP.

1.13.13. (Added) 70 IW Commander will establish a disaster preparedness oversight program to provide policy and guidance to subordinate units.

1.13.14. (Added) Appoint and train an E-6 or higher to manage the Wing Disaster Preparedness program.

1.13.15. (Added) Maintain a Disaster Preparedness handbook to ensure program continuity.

1.14.2. (ACCSUP1) (Added) **70 IW/XP responsibilities:**

1.14.2.1. (ACCSUP1) (Added) Conduct periodic Staff Teaming Visits (STVs) and or Staff Assistance Visits (SAVs) to all subordinate groups to ensure appropriate oversight is provided.

1.14.2.2. (ACCSUP1) (Added) Review Inspector General (IG) Unit Compliance Inspection (UCI) and STV/SAV reports.

1.14.2.3. (ACCSUP1) (Added) Take appropriate steps to ensure IG UCI findings, field memos and higher headquarters issues are fully resolved.

1.14.2.4. (ACCSUP1) (Added) Take appropriate action to ensure group STV/SAV issues are fully resolved.

1.14.2.5. (ACCSUP1) (Added) Identify, track and trend program shortfalls and best practices as identified by the groups and AIA /IG.

1.14.2.6. (ACCSUP1) (Added) Forward items with the potential of AIA-wide application to HQ AIA.

1.14.2.7. (ACCSUP1) (Added) Those items with a wing wide application will be published and forwarded to all subordinate units.

1.15. (ACCSUP1) (Added) **Unit Disaster Preparedness Representative Responsibilities:**

1.15.1. (ACCSUP1) (Added) Manage the unit disaster preparedness program and keep commander informed about the program and its status.

1.15.2. (ACCSUP1) (Added) Comply with host base/theater/major command guidance and requirements.

1.15.3. (ACCSUP1) (Added) Review this instruction, base support plans, and unit checklists annually, or as changes occur.

1.15.4. (ACCSUP1) (Added) Document unit level disaster preparedness training and information program.

1.15.5. (ACCSUP1) (Added) Maintain a unit handbook IAW host base policies or this instruction.

1.15.6. (ACCSUP1) (Added) Incorporate program review checklists into the unit's self-inspection program.

1.15.6.1. (ACCSUP1) (Added) Conduct self-inspections upon appointment.

1.15.7. (ACCSUP1) (Added) Monitor appointment of unit personnel to host base and unit (if applicable) specialized teams. Ensure personnel tasked for specialized teams meet minimum requirements.

1.15.8. (ACCSUP1) (Added) Determine need for and schedule initial, recurring and specialized DP training with host base CES/CEX. The unit DPR will review appropriate records to determine training requirements. The DPR will coordinate /schedule training according to the host base procedures. Upon completion of training, it will be appropriately documented.

1.15.9. (ACCSUP1) (Added) Send completed training reports to the host base CES/CEX, as required. 694 IG send training reports to 70 IW/XP, as required.

1.15.10. (ACCSUP1) (Added) Notify host base CES/CEX of the unit's disaster response map requirements.

1.15.11. (ACCSUP1) (Added) Coordinate checklist with host base CES/CEX annually or upon base Oplan 32-1 change.

1.15.12. (ACCSUP1) (Added) Ensure sufficient displays of the following visual aids. At least one set of visual aids will be displayed in each building the unit resides in. Visual Aids should cover:

1.15.12.1. (ACCSUP1) (Added) Seasonal threats for your area: Floods, Earthquakes, Tornadoes, Typhoons, Hurricanes, Blizzards, Tsunamis, Lightning, etc.

1.15.12.2. (ACCSUP1) (Added) Mission Oriented Protective Postures Summary.

1.15.12.3. (ACCSUP1) (Added) Local Alarm Signals.

1.15.12.4. Your unit's Disaster Preparedness Representative.

1.15.13. (ACCSUP1) (Added) Conduct annual self-inspections. At a minimum host base CES/CEX checklists will be used. Unit and higher headquarters checklists will enhance program management.

1.15.14. (ACCSUP1) (Added) Request host base SAVs annually. 694 IG will coordinate checklist with 70 IW/XP annually or upon base Oplan change.

1.15.15. (ACCSUP1) (Added) Takes appropriate actions to ensure IG UCI findings and other shortfalls are fully resolved.

1.15.16. (ACCSUP1) (Added) Takes appropriate action to ensure STV and SAV issues are fully resolved.

6.6.4. (Added) Unit Disaster Preparedness Handbook :

6.6.4.1. (Added) Unit DPRs will maintain a handbook with all materials required to administer the unit disaster preparedness program. In the absence of host base direction, the handbook will include (at a minimum) the following:

6.6.4.2. (Added) Tab A. Letter/Message of Appointments.

6.6.4.3. (Added) Tab B. Record of Training:

6.6.4.3.1. (Added) Training documentation and correspondence relative to disaster preparedness training (no show letters, request for special classes, and monthly statistics).

6.6.4.4. (Added) Tab C. Program Review:

6.6.4.4.1. (Added) Program review checklists.

6.6.4.4.2. (Added) Self-inspection results and improvement actions.

6.6.4.4.3. (Added) Host base and higher headquarters Staff Assistance/Teaming Visit results and improvement actions.

6.6.4.4.4. (Added) Inspector General Mission Effectiveness Inspections results and improvement actions.

6.6.4.5. (Added) Tab D. Publications:

6.6.4.5.1. (Added) AFPD 32-40, *Disaster Preparedness*.

6.6.4.5.2. (Added) AFI 32-4001, *Disaster Planning and Operations*.

6.6.4.5.3. (Added) AFI 32-4005, *Personnel Protection and Attack Actions*.

6.6.4.5.4. (Added) Base supplement to 32-4001, *Disaster Preparedness Program Management*.

6.6.4.5.5. (Added) Base Oplan 32-1, *Peacetime Disaster Operation Plan*.

6.6.4.5.6. (Added) Other pertinent publications.

6.6.4.6. (Added) Tab E. Educational Material: Lesson plans or briefing outlines, base/unit-generated pamphlets and handouts, and other materials, as required.

6.6.4.7. (Added) Tab F. Correspondence: Minutes of host base and unit meetings and any other related correspondence. **NOTE:** If any of the above documents, computer listings, and publications are maintained elsewhere ensure they are appropriately cross-referenced.

6.6.4.8. (Added) The Disaster Preparedness handbook will have a documented quarterly review.

Abbreviations and Acronyms (Added)

C&SRL—Compliance and Standardization Requirements Listing

DPR—Disaster Preparedness Representative

HQ ACC—Headquarters Air Combat Command

HQ AIA—Headquarters Air Intelligence Agency

SAV—Staff Assistance Visit

STV—Staff Teaming Visit

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